

ADMINISTRATIVE SECRETARY/CLERK

Department: Administrative
Title: Secretary/Clerk
Classification: Non-Exempt

Position Summary:

Perform a wide range of administrative and office support activities for the department and/or managers to facilitate the efficient operation of the organization.

Essential Duties and Responsibilities:

- General clerical duties including photocopying, email, fax and scanning
- Maintain electronic and hard copy filing system
- Retrieve documents from filing system
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine inquiries
- Maintain office supply inventories
- Coordinate and maintain records for staff
- Answer, screen and transfer inbound phone calls
- Receive and direct visitors and clients
- Schedule and coordinate meetings and appointments for managers
- Prepare meeting agendas and schedule public hearings as needed
- Prepare agenda packets with supporting documents for board members and city council
- Record and prepare meeting minutes
- Prepare invoices for any costs involved with community development
- Prepare applications and information packets for customers, developers, architects, engineers, and contractors
- Provides administrative and technical assistance related to permit requirements to the public, staff; answers questions and explains permit codes; and supplies information regarding permit processing, policies, and procedures
- Work with the County on maps, invoices, and recording of plats, etc.
- Other duties as necessary or assigned

Education/Experience:

- Graduation from high school or GED equivalent, at least two (2) years clerical and administrative experience (local government preferred)

Knowledge, Skills, and Abilities:

- Computer skills: Microsoft Word, Excel, Power Point
- Knowledge of operation and standard office equipment
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management

- Excellent communication skills – written and verbal
- Planning, organizing, and prioritizing
- Attention to detail and accuracy
- Flexibility and adaptability
- Be able to work night meetings
- Must be able to handle stressful situations
- Customer service orientation; Team Player